WIA Youth Program Monitoring Guide
Program Year 2005

IDENTIFYING DATA

WDA _____   Date of Review _____

DWS Staff Reviewer(s) _____

WDB Staff Interviewed _____

PURPOSE

The purpose of the PY05 review of the WIA Youth Program is to determine whether the program is being implemented in accordance with the provisions of WIA Rules and Regulations and the local WIA Plan. Additionally, the review should identify best practices and technical assistance needs.

ONSITE REVIEW activities focus on implementation of major program activities and the review of participant files. Onsite review is complemented and supplemented by ongoing activities throughout the program year, such as plan reviews and attendance at local meetings.

DESK REVIEW of WIA activities should be used to review existing information prior to conducting the onsite review with the objective of identifying particular issues and concerns that may need attention or discussion during the onsite review.

Sources of Information for the desk review:

1. Youth Program-Related parts of the WIA Local Plan Phase 1 and 2;
2. Local WIA policies related to the Youth Program;
3. Job Center System Data Warehouse reports showing participant enrollments and activities;
4. Financial status reports showing Year-to-Date (YTD) program expenditures;
5. WIA youth participant data in ASSET;
6. PY05 quarterly performance reports.

Service Design and Program Delivery

1. List the types of activities used to recruit youth to participate in the WIA Youth Program (e.g., tv ad, radio ads, posters, information provided where youth gather, etc.).

2. During design framework, what is the process and screening tools used to determine if the youth would benefit from the WIA Youth Program?

3. Describe the process in place to ensure registered youth that do not meet WIA eligibility requirements or would not benefit from the WIA Youth Program are referred to appropriate programs for assistance? (identify agencies referred to, how appropriate referral is determined, how referral is made, how often referrals are done, etc.).

4. If a younger youth is determined eligible and becomes a participant, describe the process to obtain permission from the parent or legal guardian so the youth can participate in the WIA Youth Program and various activities.

5. How does the case manager determine what type of services a participant needs?

6. How often do case managers meet with the participant?

7. Describe strategies utilized to keep youth involved and active in the WIA program.

8. Describe how you are leveraging WIA and non-WIA funds to maximize the quality and quantity of services provided to youth participants?

9. Describe the process of how follow-up is done and what types of services are provided.

10. What strategies are in place to determine when to exit a participant and does the WDB have a policy on exiting?

11. Describe how WIA youth services are made accessible at the WDA's one stop centers. Refer to WIA Policy Update 04-01 dated February 6, 2004 entitled "Accessibility to Title 1 Youth Services through Job Centers."

Assessment and Goal Setting

12. Provide answers to the following questions.

    a) Who selects assessment tools?

    b) What assessment tool(s) are used?

    c) Who administers assessments?

    d) Who interprets assessments?

    e) What type of training does staff receive on assessment?

f) How are the results used to develop the Individual Service Strategy (ISS)?

13. Annual data validation requires Division of Workforce Solutions staff to locate documentation in youth files to prove the following components related to skill attainment goals. Please describe what documentation is being placed in your youth files to verify these components. (Refer to WIA Policy Guide 04-06 and the WIA Youth Program Guide to Participant Case File Documentation)

   a) Goal Type (Basic Skills, Occupational, or Work Readiness)

   b) Goal Set Date

   c) Goal Attainment (Attained, Set-but not attained, Set-attainment pending)

   d) Goal Attainment Date

Monitoring Of Youth Program

14. What monitoring procedures are in place to ensure that at least 30% of WIA youth funds will be used to provide services to out-of-school youth and 70% for in-school youth?

15. What monitoring procedures are in place to ensure that at least 95% of youth participants are low-income and no more than 5% are participants that do not meet minimum income criteria?

OBSERVATIONS AND CONCLUSIONS

Use this form to summarize major findings, issues, and concerns. To the degree possible, note recommendations and follow-up steps to be taken, along with how this will be accomplished, in particular, as well as any technical assistance needs identified.

1.   Based on the interview, are there any concerns about the WDA's youth program?

2.   Were any problems/issues/technical assistance needs identified?

3.   Are there any best practices that could be shared with other WDAs?

4.   What are the recommended actions?

5.   Is follow-up required? If so, when?

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Summary of Review

WDA _____   Date of Review _____

DWS Staff Reviewer(s)   _____

WDB Staff Interviewed   _____

Summary and Observations.   Summarize the strengths (including best practices) and weaknesses identified.

Follow Up Needed.

Technical Assistance Needs.   Identify technical assistance needs of the WDB or program provider.